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MINUTES

DD/S STAFF MEETING

31 March 1970

Meeting minutes
[Signature]

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2. Training Selection Board

Papers on two candidates for external training at senior schools were signed by a Support Officer. Mr. Bannerman stated such papers should be signed by the Office Head and thus indicate his personal endorsement.

3. Quality of Draft Regulation Submissions

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[Redacted] noted that [Redacted] had commented on the deterioration in quality of the regulation drafts and had shown him several examples. The Office Heads should assure themselves that the papers meet their personal standards.

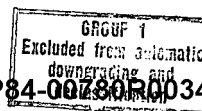
Mr. Osborn noted the delays encountered in the coordinations by the DD/P. Mr. Bannerman replied that we are aware of it and have been making efforts to speed up the process.

Mr. Cunningham expressed an opinion that many of the regs are out of date. Regulations were, however, reviewed for currency by all Directorates about a year ago.

4. Agency Emergency and Evacuation Wardens

Mr. Osborn informed the group of OS procedure to use the evacuation roster personnel (corridor and room wardens) to assist in bomb search duty both during duty hours and off-duty hours. These personnel, upon call, would make the rounds with a Security Officer to identify the normal packages, cartons, etc. in their own areas. OS will set up a briefing by Secret Service personnel for all principals and alternates on the roster.

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Total.....

a. Mr. Wattles:

Red Cross: 190 pints donated in March which is over the established goal. The program is going well.

b. Dr. Tietjen:

TDY Africa 6 - 29 April.

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c. Mr. Cunningham:

. Training Selection Board

He will propose to the Executive Director-Comptroller changes in the Board's activities. He noted that the Board does not approve selections for the Mid-Career Executive Development Course. The paper will recommend that approval for academic training be returned to the Deputy Directors who, since they are better informed, are better able to make the decision. Mr. Bannerman stated that this is a valid recommendation.

At its last meeting, the Board was involved with the juggling

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of dates in order to fit the nominees into the Federal Executive Institute runnings. He asked the group to show alternative dates on the training papers and, in the case of management courses, to indicate alternative schools.

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[REDACTED]

. Bureau of Narcotics and Dangerous Drugs

OTR has detailed [REDACTED] to help them in a training program. It is apparent that basic training in Cover and Security concepts is needed. The Bureau has indicated a desire to visit [REDACTED] - Mr. Bannerman said to avoid that.

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Mr. Cunningham noted that there is a need to coordinate the various contacts within the Agency that help the Bureau. Mr. Bannerman agreed and asked Mr. Cunningham to work up something on how the Agency deals with them. Mr. Osborn asked to get together on this matter with Messrs. Bannerman and Cunningham after the meeting.

d. Mr. Blake:

. During the mail strike, OL couriers moved 24 pouches - eight OUT and 16 pouches IN to and from several cities.

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. [REDACTED] was moved to Smithsonian on 31 March.

. Our people in Ames collected and presented \$848 to a maintenance man in Ames who lost his wife in a fire.

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. The garage decision has been made to acquire property [REDACTED]

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7. Language Development Committee Report(s)

A second report is due 15 April. Both reports will probably be discussed at a Deputies meeting. If it is decided to study further the Agency language training program, Mr. Bannerman will propose a Committee chaired by a DD/S representative with representation from other Directorates.

We will go ahead with the relocation of the school to other quarters.

[REDACTED]

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